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13th October 2016

Dear Parents/Carers,

Re: Medication

I would like to remind you that when sending in medication, it must not be put in your child's bag. Instead, it should be handed directly to a member of the class staff.

If your child comes into school by taxi, the medication should be given to the escort who will then hand it to a member of the class staff when they arrive at school.

When medication is put in a child's bag, the class staff are not always aware that it is in there. This then means that it is not safely locked away and is therefore putting our pupils at risk. For the safety of our pupils, please ensure that medication is passed from person to person.

Many thanks for your help in this matter.

Yours faithfully,

Peggy

Peggy Murphy
Principal